

DELAWARE TECHNICAL & COMMUNITY COLLEGE

STANTON/WILMINGTON CAMPUS

SHUTTLE SERVICE 2014-2016

Bid Pack #1

General Specifications

- ❖ Delaware Technical & Community College, Stanton/Wilmington Campus is requesting bids for shuttle service and inter campus mail service between its Wilmington and Stanton locations. Wilmington is located at 3rd & N. Orangs Sts. , Wilmington, DE 19801 and Stanton is located at 400 Stanton-Christiana Road, Newark DE, 19713.
- ❖ Sealed bids will be received by the Office of Administrative Services at Delaware Technical and Community College at 400 Stanton/Christiana Road Newark DE. 19713 until Thursday August 22, 2014, 2:00 p.m., at which time there will be a bid opening at the Stanton Campus of Delaware Technical and Community College at 400 Stanton/Christiana Road Newark DE. In room A-155.
- ❖ Submitted bids must contain:
 - a. Notarized Bidders Proposed Contract/Non Collusion Statement
 - b. A description of the vehicle to be used as the shuttle to include the year, make, model, and description of the handicap accessible apparatus.
- ❖ It is the responsibility of the vendor to provide all necessary resources to effectively and completely manage the transportation service.
- ❖ The contract is for two (2) years with a two (1) year renewal option.
- ❖ The vendor is required to have a valid State of Delaware business license prior to the execution of any agency contract.

A. Transportation Service Schedule

1. Shuttle service will be for two (2) academic years beginning September 6, 2014 and continue through September 6, 2016. Each fall semester runs 16 weeks, each spring semester runs 16 weeks, and the shuttle is not offered in the summer. During the semesters the shuttle only runs Monday, Tuesday Wednesday, Thursday & Friday during the hours listed on attachment #1.
2. See attachment #1 for daily schedule and holidays.
3. Intercampus mail service is required throughout the academic year as part of the shuttle service.
4. During inclement weather situations it will be the responsibility of the vendor to comply with the campus emergency procedures for inclement weather.

5. Vendor will report and log any circumstances that would affect the vendor's performance or the required work.
6. Vendor will report all student related situations to the campus Dean of Student Services and the Director of Administrative Services in a timely manner.
7. Vendor shall maintain adequate records of services provided and be prepared to review same with the Director of Administrator Services.
8. Vendor shall maintain a daily record identifying how many people use the shuttle service on each trip and submit to the Director of Administrative Services a yearly report each August. This report will be the data used to determine if the shuttle schedule needs changing for the next academic year.

A. Vehicle

1. Vehicle used must be a bus which holds a minimum of 25 persons and is handicapped accessible. The vehicle must have properly operating and adequate heating and air conditioning.
2. All drivers must possess a current driver's license including proper endorsements to operate the vehicle in use and the passengers transported.
3. Vehicle(s) must be properly maintained and in safe operating condition.
4. Vehicle(s) must maintain a current and proper State of Delaware registration.
5. Vehicle(s) must reflect a positive image for the college and the contractor.
6. Vehicle must meet all state and federal safety, Department of Transportation, and emissions requirements.
7. All vehicle (s) operating insurance costs are the responsibility of the vendor.
8. Vehicle(s) must be properly identified with Delaware Tech signage during working hours only.
9. Operator must have a cell phone for **EMERGENCY SITUATIONS ONLY**.
10. Vendor must maintain a second vehicle meeting the same requirements as the shuttle vehicle in case of equipment failure.
11. Contractor shall have a minimum \$3 million liability and adequate workman's compensation insurance.
12. No requests for fuel price adjustments will be accepted during the first contract period (year one & 2). If the contract extension is offered and accepted, the college may negotiate fuel adjustments based on regional consumer price index.

INSURANCE

Contractor shall maintain with carriers satisfactory to DTCC, the following insurance:

Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$5,000,000 each person and \$5,000,000 each accident as to bodily injury or death, \$15,000,000 aggregate and \$5,000,000 as to property damage.

Such insurance shall apply to operations performed by anyone directly or indirectly employed by the Contractor. Before any work is done hereunder, certificates of such insurance, providing for the 15 days prior written notice to Owner or Owner's agent of cancellation of the terms of the policy shall be filed with Owner.